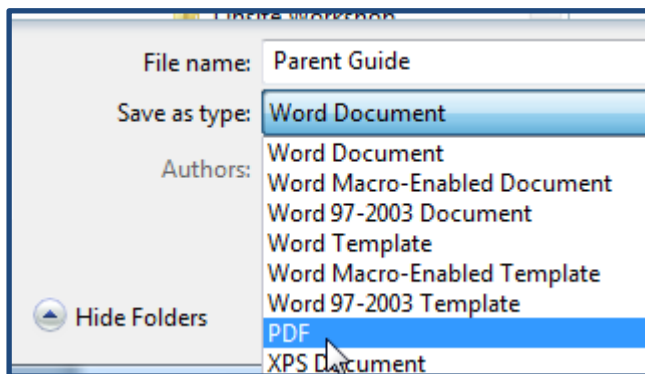


### Converting Word documents into PDF

- Documents which you want to share should be converted to PDF before you upload them
- Microsoft Office(2007 and Higher) allows you to save Word documents as PDF files
- If you have an older version of Microsoft Office, you can use a third party PDF creation tool to create the file

#### Using Microsoft Office

1. Open the Word document in Word (Word 2007 and Higher)
2. From the File menu, click **Save As**
3. From the **Save as type** drop down choose the **PDF** option



4. Click the **Save** button to complete the process.

#### Using a Third Party Program

1. Open the Word document
2. From the **File** menu, click the **Print** option
3. From the list of printers, select the name of the PDF conversion program installed on your computer
4. Click **Print** and type in a file name you want to save the file as to complete the process.

*If you are using a third party PDF program, in most cases you will choose to print the Word document, and select the Program name from the list of Printers available on your computer.*

*Talk with your webmaster or your school's technical support team to find out whether you do have a PDF conversion program available*